

WELCOME TO CUPE LOCAL 5167 STEWARDSHIP!!

“As a steward, your role is to watch and listen to what’s happening in your workplace; on behalf of your local. As part of this role, you will want to inform the executive of issues that the local needs to deal with in bargaining; watch for early warning signs of privatization or contracting out; and stay alert for other problems.”

CUPE Steward Handbook, page 5.



A red banner with white text and icons. On the left, a white oval contains the word "DANGER". Below it, the text "Union Steward" is written. To the right of this is the CUPE Local 5167 logo, which includes the text "CUPE Local 5167" and "Hamilton. Our City. Our Union." Below the logo is a white silhouette of a fish made of many small circles. To the right of the logo are two speech bubbles, one containing a question mark and the other containing three horizontal lines. Further right are two raised fists and a megaphone icon. At the bottom center of the banner, the text "Union Stewards are on the FRONTLINE!" is written.

Duties of a Location Steward:

- **Update Union Boards** – You should be receiving postings at your work location (if you do not, contact the office) and post them on your Union Board. Ensure there is only CUPE Local 5167 postings.
- **Encourage Member union engagement** (Solidarity) – You are an Ambassador not only for CUPE Local 5167 but the labour movement as well. Respecting labour, and ensuring a positive and safe workplace!
- **Provide information and education** – Many times you are just answering questions or passing information on, especially when bargaining is around the corner.
- **Resolve workplace issues** - We try to do this this before a grievance has to be filed by having a conversation with the Supervisor/Manager, look to review your grievance procedures in your Collective Agreement.
- **Note Taking** – Take notes at all meetings and ensure a copy is send to the Union for the Members file. Ensure the following is contained in the notes: Members Name, date, who attended and YOUR name. Please see the Stewards TAB on the website for tips and templates.

- **Filing Grievances** – Grievance – a violation of the Collective Agreement, or a Policy Grievance - they have always done it this way, then change it up without any kind of notification or discussion or Human Rights issues. **Be mindful of timelines.**

Airport: Article 15

City: Section 16

DARTS: Drivers – Article 12, Inside – Article 12

GSWC: Article 10

Lodges: Article 16

RBG: Article 17

SMH: Article 8

- **Communicate with your Unit Vice President and Chief Steward** – You are the eyes and ears in the workplace. By communicating with the Local you will get and give additional information, assist in tracking trends and assist in fostering a strong informed local.
- **Attend Monthly Steward Meetings** – They are on the 1st Tuesday of every month (December is the dinner ☺)
- **Managing unrealistic expectations** - Sometimes Members have unrealistic expectations. We work with the Collective Agreement and sometimes we are not able to resolve an issue from the Member's perspective. That is when relationship and rapport building are vital to assisting the Member to understand. Information is power.

TIPS:

- Remember the supportive approach, often it is a personal situation for the Member and they are passionate about the issue. Providing information and clarity to assist with understanding can help diffuse escalated emotions
- Ask the Member to point out where in the CA the violation is
- Is the issue something that can be addressed by the Labour Management Committee (if available) in your area or an informal conversation with Management (speak with your Unit Vice President)

What the Local will do to assist you:

- **Education** – The Steward Learning Series, Labour Studies, etc.
- **Information & Resources** – Visit the website: www.cupe5167.org
- **Support & Solidarity** – The Executive Board will be a sounding board, information provider and collaborator.
- **Monthly Steward Meetings** - They are on the 1st Tuesday of every month (December is the dinner ☺). They are a great opportunity to connect with the Chief Steward, Unit Vice President and other Stewards.
- **Unit Meetings** – Are specific to you Unit and are scheduled around various issues. (Airport, City Inside, City Outside, DART, GSWS, Lodges, RBG and SMH). Speak to your Unit Vice President.

Contact Information:

Portfolio	Executive Board
Direction and Organization Lead Local Spokesperson City Unit	President – Jason Lucas 905-522-0917 x 226 president@cupe5167.org
Units Lead (Airport, DARTS, GSWS, Lodges, RBG, SMH)	Vice President – Deann Smith 905-522-0917 x 225 vicepresident@cupe5167.org
Communications Website/ Social Media Newsletter Committee Chair By Laws Committee Chair Office & Staff Coordinator Chief Steward	Executive Administrator – Jodi Coville 905-522-0917 x 229 aministrator@cupe5167.org
Budget and Finances of the Local	Treasurer – Oral Riseing 905-522-0917 treasurer@cupe5167.org
Health & Safety WSIB/STD/LTD Accommodation/ Return to Work	2 nd Vice President – Ann Jenkins 905-522-0917 x 227 secondvp@cupe5167.org

Education Chair Finance Committee Member	Education Coordinator – Virginia Stonehouse 905-522-0917 education@cupe5167.org
Social Committee Chair Labour Day, Member Mobilization/Engagement	Social Committee Coordinator – Ruth Graves 905-522-0917 social@cupe5167.org
Equity Committee Chair Engage equity seeking members with the union and provide information and supports.	Equity Coordinator – Dorothy Heuck 905-522-0917 equity@cupe5167.org
Unit Specific Issues Grievances Grievance Committee Chairs Education Committee Member Bylaw Committee Member	<p>Airport Vice President – Lee Willson 905-522-0917 airportvp@cupe5167.org</p> <p>City Inside Vice President – Tracey Provo 905-522-0917 x 228 cityinsidevp@cupe5167.org</p> <p>City Outside Vice President – Bobby Barnett 905-522-0917 x 224 cityoutsidevp@cupe5167.org</p> <p>DARTS Vice President – Marlene Blair 905-522-0917 dartsvp@cupe5167.org</p> <p>Good Shepherd – Paula Masys-Pollock 905-522-0917 goodshepherdvp@cupe5167.org</p> <p>Lodges – Sue Lavallee 905-522-0917 lodgesvp@cupe5167.org</p> <p>RBG – Tess Hering 905-522-0917 rbgvp@cupe5167.org</p> <p>SMH – Andrea Cowan 905-522-0917 smhvp@cupe5167.org</p>

THANK YOU FOR BEING A 5167 STEWARD!!!

Without your participation Unions would cease to exist!